



State of Washington
Department of Revenue
PO Box 47476
Olympia WA 98504-7476

**AUTHORIZATION INSTRUCTIONS & AGREEMENT
FOR ELECTRONIC FUNDS TRANSFER (EFT)
FOR EXCISE TAX PAYMENTS**

*Please Check One
(DOR Use Only)*

☐ New
☐ Change

Bank Location

No.

☐ ELF
(Touch Tone)

Important: *The information provided on this form does not give the Washington State Department of Revenue (DOR) or the Department's bank authorization to withhold from your account funds not authorized for payment to the Department.*

I Instructions on Back

**DOR Tax Reporting Account
Number**

Business Ownership (<i>Legal Entity</i>)		<input type="checkbox"/> Check here if name change
Firm/Trade Name (<i>DBA</i>)		
Mailing Address (<i>Street Address, Box Number, City, State, Zip</i>)		
E-mail Address		Fax Number ()
Contact Name	Title	Phone ()
Contact Name	Title	Phone ()

II Automated Clearing House (ACH) Debit

I will be responsible for contacting the ACH Network, specifying the amount and effective date of my payment. I will do this by either using the DOR Electronic Filing (ELF) system or by using the backup EFT instructions provided by the Department's designated bank. I hereby authorize DOR's designated bank to obtain authorized debit entries for such payments to the bank account listed below. My bank is authorized to debit such account. This authority is to remain in full force until EFT payments are no longer required or until mutual agreement between DOR and Taxpayer can be reached.

Name on Bank Account	Checking Account Number
Bank Name	Transit & Routing Number
Branch	<i>Please Attach a Copy of Voided Check</i>

III Electronic Refund Information

Electronic refunds may be provided for taxpayers paying electronically. Please indicate below the bank information necessary to credit the account for refunds. A refund check will be processed if this section is not completed.

Name on Bank Account	Checking Account Number
Bank Name	Transit & Routing Number
Branch	<i>Please Attach a Copy of Voided Check</i>

IV Authorized Representative Signature(s)

Name	Title	
Signature		Date
Name	Title	
Signature		Date

Mail to: Department of Revenue
Electronic Filing Registration & Support
PO Box 47476
Olympia WA 98504-7476

INSTRUCTIONS FOR COMPLETING THE EFT AUTHORIZATION FORM

GENERAL

Please type or print clearly using black ink. **If this is a change, fill out the form completely as this will replace any previous authorization form.** Return the form to: The Department of Revenue, Electronic Filing Registration and Support, PO Box 47476, Olympia WA 98504-7476.

SECTION I

Fill out all blocks with required information. We suggest the first contact name be the one making the EFT payment and the second name be a supervisor or alternate person.

SECTION II

Electronic Filing (ELF) is a method of filing a tax return using the Department's Internet program. ACH Debit payments are submitted at the time of filing the electronic tax return. Should the program be unavailable, an alternative method of payment will be needed. The Department's bank will provide a set of backup instructions using the Touch-Tone method for this purpose.

Please complete **every** block of information within this section. The "Transit and Routing Number" is the bank identification number located on the lower left portion of the check. *Please attach a copy of a voided check.*

➤ *Refer to the EFT Due Date flier to ensure timely payments.*

SECTION III

EFT legislation provides for electronic refunds to participating taxpayers. Your bank account information is requested to process an electronic refund. **Omission of this information will result in a refund check being processed and issued directly to the Taxpayer at its business mailing address.**

If you do **not** want to receive EFT refunds, skip this section.

SECTION IV

Signatures authorize all agreements and information provided in this agreement.

QUESTIONS/CHANGES

If you have any questions or future changes regarding the information on this form, please contact an EFT representative at (360) 902-7170.

To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 753-3217. Teletype (TTY) users please call (800) 451-7985.